



## Part-Time Seasonal Pool Managers

The city of Brookhaven is seeking qualified candidates for six (6) part-time pool manager positions with the Parks and Recreation Department. The city pools open on Saturday, May 28, 2016, and close on Labor Day, Sept. 5, 2016. The successful candidate must possess basic supervisory skills in aquatic facility management, customer service, programming, marketing and communication while effectively assisting with a supervisory role of part-time seasonal life guards. Each employee will work up to 25 hours per week and the pools are open 8 a.m.-10 p.m., Sunday-Saturday. The hourly rate is \$10 to \$12 per hour based on experience and certifications.

Candidates must have a valid and current Lifeguard Training Certification and Water Safety Instructor Certification at date of hire. Previous supervisory and aquatic facility management preferred. Must have one (1) year of lifeguard experience and previous cash handling experience.

### **Job Duties and Responsibilities**

- Responsible for all seasonal part-time and volunteer staff.
- Maintains staff rotations and breaks.
- Maintains discipline at the facility.
- Makes decisions regarding refusal and removal of patrons with health problems, intoxication, bathing attire, and behavioral and disciplinary issues.
- Assigns duties to lifeguards.
- Ensures all policies, rules and regulations are enforced by staff and followed by participants.
- Schedules weekly staff in-service training and documents all training.
- Responsible for opening and/or closing the facility.
- Ensures pool is properly staffed and clean at all times.
- Responsible for maintaining proper water chemistry at all times.
- Responsible for checking and maintaining all equipment at the facility.
- Responsible for maintaining inventory of pool/ facility supplies.
- Prepares reports as needed.
- Makes and records daily deposits.
- Evaluates the performance of staff members.
- Responsible for teaching lessons and leadership courses.
- Handles grievances of staff members.

### **Necessary Knowledge, Skills and Abilities**

- Basic lifeguard skills/duties.
- Knowledge of water chemistry.
- Skill in teaching swimming classes.
- Ability to demonstrate swimming proficiency.
- Ability to handle rescue activities.
- Good customer service and people skills.
- Basic computer skills.